

CONTENT OF RESEARCH PROPOSAL

When submitting a research proposal, the applicant shall provide the following information:

a. A summary statement which includes:

- (1) Name(s) and current affiliation(s) of the researcher(s);
- (2) Title of the study;
- (3) Purpose of the project;
- (4) Location of the project;
- (5) Methods to be employed;
- (6) Anticipated results;
- (7) Duration of the study;
- (8) Number of subjects (staff/inmates) required and amount of time required from each; and
- (9) Indication of risk or discomfort involved as a result of participation.

b. A comprehensive statement which includes:

- (1) Review of related literature;
- (2) Detailed description of the research method;
- (3) Significance of anticipated results and their contribution to the advancement of knowledge;
- (4) Specific resources required from WADOC;
- (5) Description of all possible risks, discomforts, and benefits to individual subjects or a class of subjects, and a discussion of the likelihood that the risks and discomforts will actually occur;
- (6) Description of steps taken to minimize any risks described in (b)(5) of this section.
- (7) Description of physical and/or administrative procedures to be followed to:
 - (a) ensure the security of any individually identifiable data that are being collected for the project, and
 - (b) destroy research records or remove individual identifiers from those records when the research has been completed.
- (8) Description of any anticipated effects of the research project on institutional programs and operations; and
- (9) Relevant research materials such as vitae, endorsements, sample informed consent statements, questionnaires, and interview schedules.

c. A statement regarding assurances and certification required by 28 CFR part 46, if applicable.